

ADMINISTRATIVE LAW JUDGE I
OPEN EXAMINATION - STATEWIDE

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES

SALARY RANGE: \$7071- \$8551

FINAL FILING DATE: December 1, 2004



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE SINCE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY

This is an OPEN STATEWIDE examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

HOW TO APPLY

Submit Application AND Supplemental Application:

BY MAIL:

OR

IN PERSON:

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

DEPARTMENT OF GENERAL SERVICES
707 THIRD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605

Applications are available upon request. Resumes alone will not be accepted. Applications (STD Form 678) **AND** Supplemental Applications must be **POSTMARKED** no later than the final filing date. Applications and Supplemental Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. **FAXED APPLICATIONS AND SUPPLEMENTAL APPLICATIONS WILL NOT BE ACCEPTED.**

Copies of the Supplemental Application that is required for this examination may also be obtained by calling the Department of General Services at (916) 376-5439, or from the Internet at <http://www.ohr.dgs.ca.gov/Examinations/open/default.htm> . Most public libraries have computers available for accessing the internet.

NOTE: Candidates who do not return the completed Supplemental Application with the Application (STD Form 678) will be eliminated from this examination. Also, accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

REQUIREMENTS
FOR ADMITTANCE TO
THE EXAMINATION

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information may be rejected.**

MINIMUM
QUALIFICATIONS

Admission to practice law in California for at least five years immediately preceding application for appointment.

And

Experience: Either

1. One year of experience in the conduct of judicial or quasi-judicial hearings in the capacity of presiding officer.

or

2. Five years of experience in the practice of law*, which shall have included at least two years' experience in the presentation of evidence and the examination of witnesses before a trial court or quasi-judicial administrative body.

*Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The Bar.

THE POSITION

Under direction, the Administrative Law Judge I presides over quasi-judicial hearings as provided under the Administrative Procedures Act and other applicable statutes; to render proposed decisions or to assist the agency in formulating its decisions; to assist with the research program for continued improvement of administrative law and procedure; and to do other related work. Positions are located in Sacramento, Los Angeles, Oakland, and San Diego.

SPECIAL PERSONAL
CHARACTERISTICS

Willingness to travel, tact, judicial temperament, neat personal appearance, pleasing personality, and normal hearing.

SEE REVERSE FOR ADDITIONAL INFORMATION

EXAMINATION
INFORMATION

Supplemental Application – Weighted 15%
Qualifications Appraisal – Weighted 85%

This examination will consist of two parts: (1) a Supplemental Application weighted 15% and (2) a Qualifications Appraisal Interview weighted 85%. Candidates must pass Part 1 of the examination (Supplemental Application) with a minimum rating of 70% to be eligible to participate in Part 2 (Qualifications Appraisal Interview).

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in each part of the examination and the required overall rating is 70%. The Qualifications Appraisal Interview is anticipated to be held during Jan/Feb 2005. The exams will be held in Sacramento and Los Angeles. Additional locations will be scheduled if the need warrants.

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
 - 1. Legal principles and their application, conduct of hearing proceedings and the provisions of the Administrative Procedures Act.
 - 2. Rules of evidence governing such procedure and the laws relating to serving notices, taking depositions, and issuing subpoenas.
 - 3. Legal research.
 - 4. Court decisions interpreting the powers of administrative boards and agencies.
 - 5. Principles and theories of administrative law and the judicial review of administrative actions.
 - 6. Principles and objectives of effective public administration and an understanding of the uses of proper administrative procedures in furthering these objectives.
 - 7. Legal terms and forms in common use.
- B. Ability to:
 - 1. Perform research.
 - 2. Analyze, appraise, and apply legal principles, evidence, and precedents to legal problems.
 - 3. Make accurate summaries of evidence and prepare appropriate findings and conclusions of law and make recommendations based on such facts.
 - 4. Conduct fair and impartial hearings in a manner that will obtain all pertinent evidence and secure confidence and respect.
 - 5. Maintain a fair and impartial attitude of mind without bias or prejudice.
 - 6. Speak and write effectively.
 - 7. Establish and maintain cooperative relations with those contacted in the course of the work.

ELIGIBLE LIST
INFORMATION

An OPEN-STATEWIDE eligible list will be established for the Department of General Services. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS'
PREFERENCE

Veterans' Preference Credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

It is the candidate's responsibility to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of General Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her efforts toward self-development.

Veterans' Preference: If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans' preference are on the Veterans' Preference Application form which is available from the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA DEPARTMENT OF GENERAL SERVICES ⊕ OFFICE OF HUMAN RESOURCES
MAILING ADDRESS: P.O. BOX 989052 ⊕ West Sacramento, CA 95798-9052 ⊕ Telephone (916) 376-5400
STREET ADDRESS: 707 Third Street, 7TH Floor ⊕ West Sacramento, CA 95605

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones 1-800-735-2929 ⊕ Voice 1-800-735-2922

**DEPARTMENT OF GENERAL SERVICES
OFFICE OF ADMINISTRATIVE HEARINGS
ADMINISTRATIVE LAW JUDGE I
SUPPLEMENTAL APPLICATION**

This examination consists of a Supplemental Application and Qualifications Appraisal Interview. The Supplemental Application will be used to evaluate your experience, knowledge and abilities in areas that are specific to the Administrative Law Judge I (ALJ I) classification. The supplemental application questions give all candidates an equal opportunity to demonstrate possession of experience and significant accomplishments relative to the critical job demands of an Administrative Law Judge I in the Department of General Services. Responses will be evaluated using predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in each part of the examination and the required overall rating is 70%. Please answer questions completely; incomplete responses and omitted information cannot be considered or assumed. Resumes, letters of reference, and other materials will **not** be evaluated or considered as responses to items in the Supplemental Application. *Candidates who fail to follow the instructions will be eliminated from the examination.*

IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS SUPPLEMENTAL APPLICATION FOR YOUR RECORDS. The Office of Human Resources will **NOT** provide you copies of your supplemental application.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that the information provided by me on this supplemental application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. **I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.**

YOUR SIGNATURE: _____ **DATE:** _____

YOUR NAME (PRINTED): _____

YOUR SOCIAL SECURITY NUMBER: _____

Your completed Supplemental Application along with your Examination Application (Std. Form 678) must be postmarked no later than the final filing date of December 1, 2004. Submit Application AND Supplemental Application:

By Mail to:

Department of General Services
Office of Human Resources
P.O. Box 989052
West Sacramento, CA 95798-9052

or

In Person with:

Department of General Services
Office of Human Resources
707 Third Street, 7th Floor
West Sacramento, CA 95605

Please ensure that your return envelope has adequate postage. Original copies of this Supplemental Application **must** be returned along with your application (STD form 678). Facsimiles (FAX) will **NOT** be accepted.

**ADMINISTRATIVE LAW JUDGE I
SUPPLEMENTAL APPLICATION**

Print Name _____

Date _____

PART I - EMPLOYMENT HISTORY

Instructions: Please describe your current and most recent work experience as it relates to the Administrative Law Judge I position. Begin with your most recent position. The *EXPERIENCE CODE* will be used in Part II to identify where you worked.

EXPERIENCE CODE A

Employer Name: _____
Employer Location: City: _____ State: _____
Dates of Employment: From: _____ To: _____
Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE B

Employer Name: _____
Employer Location: City: _____ State: _____
Dates of Employment: From: _____ To: _____
Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE C

Employer Name: _____
Employer Location: City: _____ State: _____
Dates of Employment: From: _____ To: _____
Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE D

Employer Name: _____
Employer Location: City: _____ State: _____
Dates of Employment: From: _____ To: _____
Supervisor: _____ Telephone Number: _____

**ADMINISTRATIVE LAW JUDGE I
SUPPLEMENTAL APPLICATION**

PART II - WORK EXPERIENCE

An Administrative Law Judge I is responsible for presiding over quasi-judicial hearings as provided under the Administrative Procedures Act and other applicable statutes; for rendering proposed decisions or assisting the agency in formulating its decisions. They assist with the research program for continued improvement of administrative law and procedure and do other related work. This section lists a variety of activities and requirements necessary for successful job performance. Using the following steps, indicate your level of proficiency and experience for each item.

Instructions

Step 1: In the *Experience Code* column, use the codes from PART I of this form to indicate where you performed the activity, or acquired the task or knowledge. You may list more than one code per item if applicable.

Step 2: For each item listed on the next page in rows "A" through "L", please place an "X" in the column that most accurately represents the experience you have with the following task. Place an "X" in the column which identifies the amount of your experience for each item.

SAMPLE

		EXPERIENCE						AMOUNT OF TIME			
		Experience Code(s)	I have had no education, training, or experience with this task.	I have had education or training on this task, but no application on the job.	I have performed this task on the job under normal supervision.	I have performed this task independently on the job with little supervision.	I have been consulted as an expert in performing this task.	I possess 0 to 1 year of experience.	I possess 1 to 3 years of experience.	I possess 3 to 5 years of experience.	I possess 5 to 10 years of experience.
A.	(Sample Item) Prepares reports for company.	A & C			X				X		

**ADMINISTRATIVE LAW JUDGE I
SUPPLEMENTAL APPLICATION - PART II (CONTINUED)**

PRINT NAME _____

INSTRUCTIONS: : In the *Experience Code* column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item if applicable.

For each item listed below in rows "A through L", place ONE "X" in the column which most accurately represents the type of experience you have with the following tasks. Also, place ONE "X" in the column which identifies the amount of your experience for each item.

		EXPERIENCE					AMOUNT OF TIME				
		Experience Code(s) (FROM PART I)	I have had no education, training, or experience with this task.	I have had education or training on this task, but no application on the job.	I have performed this task on the job under normal supervision.	I have performed this task independently with little supervision.	I have been consulted as an expert in performing this task.	I possess 0 to 1 year of experience.	I possess 1 to 3 years of experience.	I possess 3 to 5 years of experience.	I possess 5 to 10 years of experience.
A.	Review and evaluate case files in preparation for hearing.										
B.	Participate in pretrial proceedings. (e.g, discovery, law and motion, pretrial motions.)										
C.	Participate in settlement negotiations, mediation, arbitration or alternative dispute resolution.										
D.	Participate in hearings. (e.g, administrative, trial and/or appellate court.)										
E.	Apply rules of evidence in an administrative or trial court setting.										
F.	Research/analyze case law, statutes or regulations.										
G.	Read, analyze and evaluate reports from expert witnesses.										
H.	Prepare legal documents including pleadings, motions and briefs.										
I.	Advise clients, including agencies and board members, in the conduct of hearings.										
J.	Make and assure a proper record for appellate review.										
K.	Organize time to prepare high quality work products, meet deadlines, prepare for engagements, etc. under the guidance of a supervisor.										
L.	Determine the possibility of ethical issues, including conflict of interests in particular cases. Consideration of rules of professional responsibility.										

**ADMINISTRATIVE LAW JUDGE I
SUPPLEMENTAL APPLICATION - PART II (CONTINUED)**

PRINT NAME _____

INSTRUCTIONS: In the *Experience Code* column, use the codes from PART I of this form to indicate where you acquired the knowledge. You may list more than one code per item if applicable.

For each item listed below in rows "M through Q", place ONE "X" in the column which most accurately represents your level of knowledge.

		Experience Code(s)	I possess none or very limited amount of this knowledge.	I possess this knowledge but have not applied it in an actual job setting.	I possess this knowledge and have applied it on the job.
M.	Knowledge of legal principles and their application in the conduct of hearings.				
N.	Knowledge of rules of evidence to conduct hearings.				
O.	Knowledge of principles and theories of administrative law.				
P.	Knowledge of court decisions regarding administrative law to conduct hearings and prepare decisions.				
Q.	Knowledge of the rules governing professional responsibility or the judicial code of ethics.				

**ADMINISTRATIVE LAW JUDGE I
SUPPLEMENTAL APPLICATION**

PART III - NARRATIVE QUESTIONS

You are being given three questions on the following page for which you are to provide a narrative response. The questions ask you to describe experience as it relates to the knowledge and abilities required of an Administrative Law Judge I.

Instructions

- Your response to each question **must** be typed (computer or typewriter generated); using 10 point font or larger.
- Your response to each question must be limited to one (1) page per question (for a total of 3 pages).
- Answer each numbered question separately and indicate the corresponding number for each response.
- Include the name of the examination, your name, and date on each page.

SAMPLE

ADMINISTRATIVE LAW JUDGE I

Name _____

Date _____

Question #1.

1. Briefly describe your hearing (i.e., litigation) experience, providing specific details of your role and responsibilities. Be specific and address each of the following:
 - The types of matters litigated
 - The types/varieties of forums
 - Complexity of facts and issues
 - Number of jury, court or administrative hearings
 - Years of experience
2. Briefly identify and describe particularly complex legal documents (i.e., legal pleadings, motions and briefs) you have prepared, providing context if useful.
3. Briefly describe the nature, manner and extent of your interaction with clients and witnesses in preparation for a hearing. What considerations were paramount in these interactions?